

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and data. This can involve research, consultation with experts, or collecting data from various sources.

3. The third step is to analyze the information and data collected. This involves identifying patterns, trends, and relationships that can help in understanding the problem.

4. The fourth step is to develop a solution or answer. This involves applying the knowledge and skills gained from the analysis to the problem at hand.

5. The fifth step is to evaluate the solution or answer. This involves checking the results against the original problem and requirements to ensure that the solution is valid and effective.

6. The sixth step is to communicate the solution or answer. This involves presenting the findings in a clear and concise manner to the relevant stakeholders.

7. The seventh step is to reflect on the process and results. This involves thinking about what worked well and what could be improved for future tasks.

8. The eighth step is to document the process and results. This involves creating a record of the work done, which can be used for future reference and learning.

9. The ninth step is to review the process and results. This involves looking back at the work done and assessing the overall quality and effectiveness of the process.

10. The tenth step is to implement the solution or answer. This involves putting the solution into practice and monitoring its performance over time.

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